



Republic of the Philippines
Department of Education
Region VII, Central Visayas
Sudlon, Lahug, Cebu City



August 22, 2016

DIVISION MEMORANDUM
NO. 488, s. 2016

**SUBMISSION OF NAMES OF SCHOOL HEADS/TICs WITH
LESS THAN THREE (3) YEARS EXPERIENCE**

**TO: Public Schools District Supervisors/OIC's
All Concerned**

1. The office is still conceptualizing this year's **School Heads/Principals Induction Program**. In order for the technical team to accurately forecast the expenses related to this upcoming training, Public Schools District Supervisors are hereby requested to submit the **names** of the **Principals/School Heads/TICs** in their respective districts/municipality who have **less than three (3) years' experience(s) as a school head (newly-promoted to the position) and never attended a Principals' Induction Program/Training** for the past three (3) years.
2. Please submit the needed data **on or before August 26, 2016 (Friday)** via email at v_ybanez@yahoo.com. List/names should be submitted in alphabetical order, see sample format as herein attached (Word or Excel).
3. **Public Schools District Supervisors** are reminded to submit the list/names of both new **elementary and high school Principals/School Heads/TICs**; thus, **Lead High School Principals** should submit the needed data to the **PSDS within the district for consolidation**.
4. Wide dissemination and **immediate compliance** of this Memorandum is hereby **requested**.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

